

**Red Wing Housing & Redevelopment Authority
Professional Employment – Position Description**

Title:	Maintenance – 1	Date:	October 1, 2010
Type:	Mechanic	Grade:	Level 5 – Level 6
Dept:	Maintenance	Salary Range:	

PURPOSE: The Maintenance – 1 position, under the supervision of the Maintenance Supervisor, assists in providing the efficient operation and maintenance of all HRA owned property. The position provides assistance to the Maintenance Supervisor to efficiently implement preventive maintenance plan of existing operations, implementing policies and procedures, and recommending modifications as needed.

DUTIES, RESPONSIBILITIES, ESSENTIAL FUNCTIONS:

Category/ Function	Duties & Responsibilities
Maintenance and Repair	<ul style="list-style-type: none"> • Evaluate and implement maintenance requests and determine if requests are in-house or contracted • Perform required maintenance repairs to all HRA properties and equipment such as (but not limited to) plumbing, security, heating, electrical, appliances, flooring, lawns, janitorial, snow removal and general routine service • Provide for the completion of all lawn maintenance and snow removal for all HRA owned properties • Perform “on-call” emergency maintenance on a 24-hour basis • Assist in monitoring contractors to ensure work is being completed according to specifications • Ensure professional relationship with local supplier, vendors, contractors, resident and staff • Assist in the maintenance of all HRA vehicle and equipment • Help maintain & stock all needed supplies • Determine needed maintenance tools, supplies, and equipment • Advise Maintenance Supervisor of any problem or concern regarding the condition or the maintenance of an HRA owned unit or program compliance violation • Maintain, wash, wax, sweep, vacuum, polish and repair as needed, all appliances, floors, ceilings, cupboards, closets and window areas in units as assigned • Provide assistance to various Housing and Community Development programs in the form of inspections, provision of construction/maintenance experience and other duties as assigned
General	<ul style="list-style-type: none"> • Effectively represent the HRA in written and verbal communications with various Federal, State and local agencies • Perform other duties as assigned

**Red Wing Housing & Redevelopment Authority
Professional Employment – Position Description**

QUALIFICATIONS:

High School graduate or GED equivalent. Minimum of four-year's experience in building maintenance and/or trades with increased responsibilities. Must hold a special Boiler License or secure such license in a timely fashion.

PREFERRED KNOWLEDGE & SKILLS:

- Basic certification and/or knowledge of energy conservation standards and practices.
- Thorough knowledge of structural, mechanical, plumbing, heating and electrical systems
- Thorough knowledge of commercial cleaning practices, maintenance methods, tools, materials, and building codes.
- Thorough knowledge of maintenance of vehicles and various equipment.
- Ability to evaluate and resolve maintenance problems.
- Knowledge of technical supervision.
- Ability to work independently, coordinate details, organize and systemize procedures, prioritizes work, and maintain schedules.
- Ability to work well with customers, clients, contractors and staff.
- Background check.

SUPERVISORY RESPONSIBILITIES:

Supervises various maintenance staff as directed by Maintenance Supervisor.

SCHEDULE FOR EVALUATION:

My signature below indicates that I have reviewed this job description, have received a copy of it, and have had an opportunity to prepare an addendum.

Employee Signature

Date

Position description will be reviewed annually as part of annual performance review and goal evaluation.
